

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF SUPPORTING THE NORTH CAROLINA TURNPIKE AUTHORITY WITH TOLL OPERATIONS SERVICES.

The primary firm and any/all subconsultants shall be pre-qualified to perform work codes for the North Carolina Turnpike Authority. The work codes required are:

- General O&M Knowledge - 320
- Infrastructure/Interface & Coordination - 365
- Toll System Planning & Design - 366
- Toll Standards Development - 367
- Toll System RFP Development- 368
- Toll Operation Marketing Strategy - 369
- Toll Collection Facilities & Equipment - 370
- HOT Lanes Studies - 372

The North Carolina Turnpike Authority is not requiring firms to be prequalified for all work codes; firms must be able to provide services for at least one (1) of the work codes listed above.

The selection of a private consulting firm(s) to provide Toll Operations services will be conducted in accordance with the following process:

1. Submission by the private consulting firm of a Letter of Interest (LOI).
2. Department will short list private consulting firms.
3. Pre-interview meeting and oral interview at the option of the Department.
4. Department will select a private consulting firm, or firms, to provide the Toll Operation services.

TERMS OF WORK

- A. Initial Term – The agreement for the requested services will have an initial term of three (3) years.
- B. Value of contract – FOR REFERENCE the NCTA's FY 2015 Annual Plan of Work budget for consultant services is approximately \$3.0 million.
- C. Renewal – Any renewal of initial agreement will be for a maximum of two (2) years and is contingent upon the NCTA's sole discretion.

SCOPE OF WORK

Firms will be responsible for providing professional and qualified individuals to perform consulting services for the tasks described below:

- A. Toll Operations Planning and Support:
 - Assist in the implementation and management of toll operations activities. This could include assistance in the development and implementation of toll road, and priced managed lanes, operations and toll collection policies and procedures.
 - Establish interfaces and policy coordination with other state and local agencies.
 - Assist in the coordination with public-private partnership (PPP) contractors as it pertains to toll collection and ITS.
 - Assist the NCTA in developing and testing its business continuity plans as they relate to operations including, but not limited to toll/fare collection, TMC/ITS, communications and roadway operations.
 - Operations and Maintenance Planning.
- B. Toll Infrastructure Planning and Design:
 - Planning, design, and implementation of ITS related infrastructure including roadside devices, data, voice and fiber optic communications networks.
 - Planning, design, and implementation of tolling related infrastructure including electronic toll elements, roadway geometry, traffic operations, signing, lighting, lightning protection, electrical, backup power, and aesthetics.
- C. Roadway Operations Support:
 - Assist in the development and management of roadway maintenance plans.
 - Assist in the development of Emergency Services Plans: including, highway patrol, fire and rescue, ambulance, towing and roadway services such as IMAP.
 - Assist in the development and management of business rules, policies and procedures as it relates to Traffic Management, including Traffic Management Center (TMC) design and operations.
- D. IT Project Management
 - Assist/represent agency throughout the NCDOT IT project management process
- E. Business Management
 - Financial and other reporting requirements support
 - Project management services
 - Assist in the development of toll marketing strategies based on toll technology information and marketing experience on toll or managed lanes projects

- Procurement process assistance

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Many of the services being solicited will not require a license. It is the responsibility of each firm to adhere to all the laws of the State of North Carolina.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be prequalified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department ***prior*** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. Neither the firm, subconsultant nor subfirm shall discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All prequalified firms who submit responsive letters of interest will be considered.

The evaluation of the proposals for these services will be based on the following considerations and their respective weights for the services listed in the scope of work:

- The experience of the primary firm and of the proposed sub consultants in providing the requested services. (25%)
- The experience and qualifications of the project manager and key team members of the primary firm and of the proposed sub consultants in providing the requested services. (50%)
- The commitment of the firm, its key project members and proposed sub consultants to provide requested services in accordance with NCTA plans and schedules. (25%)

The NCTA may choose to short list firms for interviews, if determined necessary. The Professional Services Management Unit will notify the short listed firms of the time of their appointments.

It is expected that the NCTA will select more than one firm for purposes of meeting its requested services in this RFP.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to twenty (20) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than twenty (20) pages will not be considered. All information shall be assembled and indexed as follows:

Section I: Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register with the Secretary of State;
- Date of most recent private engineering firm prequalification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II: Evaluation Factors

This section is limited to eight (8) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years; and
- Understanding of project approach.

Note: Throughout the procurement process, if a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT/NCTA should be notified immediately.

Section III: Supportive Information

This section is limited to ten (10) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline (including percentage of time available to NCTA);
- Resumes of key personnel;
- Names, classifications, and location of the firm's employees and resources to be assigned to the advertised work; and
- Other information

APPENDICES-

CONSULTANT CERTIFICATION FORM RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form). **Please include the work codes on the RS-2 forms.**

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing Toll Operation services **FTS-ed** to the Professional Services Management Unit by **12:00 p.m. on December 17, 2014. Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements, or if they are sent by any means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

Any/all questions concerning the advertisement or scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

Private consulting firms on the short list will be notified of such by **January 30, 2015**. Notification will not be sent to firms not short listed. In the event the Department elects to hold Oral Interviews, interviews will be held the week of February 16, 2015.

The firm(s) selected will be notified by **February 23, 2015**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by **February 24, 2015**.